



RESOLUTION NUMBER: 2013-04
DATE APPROVED: 13 May 2013

TOWN OF BRENTWOOD

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD ESTABLISHING RULES FOR THE CONDUCT AND THE ORDER OF BUSINESS OF TOWN COUNCIL MEETINGS OF THE TOWN OF BRENTWOOD, AND PROVIDING FOR CONFLICTS, SEVERBILITY, AND EFFECTIVE DATE.

WHEREAS, The *Maryland Annotated Code* allows "...a public body shall adopt and enforce reasonable rules regarding the conduct of persons attending its meetings and the videotaping, televising, photographing, broadcasting, or recording of its meetings."

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD AS FOLLOWS:

RULES AND PROCEDURES FOR PUBLIC PARTICIPATION FOR THE TOWN OF BRENTWOOD

SECTION ONE: Public Attendance and Comment.

- a. At any open session of the Town of Brentwood, the general public is invited to attend and observe. At regular and special meetings, residents of the Town shall have the opportunity to address the Mayor and Council on any item on the agenda.
- b. Each regular meeting shall have an agenda item for citizen input hereafter referred to as Suspension of the Rules, during which any resident of the Town may address the Mayor and Council on matters or items not on the agenda. The Mayor and Council may include additional provisions to provide for Public Comment elsewhere in the agenda to provide residents the opportunity to be heard on old or new business.
- c. Individuals not residing in the Town may speak at regular or special meetings under conditions specified by the Mayor or Presiding Officer.
- d. To speak, speaker must sign-in and provide their name and address on the Speaker Sign-In Form (if one).
- e. Speakers must state their name, for the record and their street of residence.
- f. Comments from members of the public are limited to three (3) minutes. A speaker representing a group or organization will be allowed up to five (5) minutes to present the position of the organization. The Mayor and Council have the discretion to modify this

time period at any meeting provided that the modification is stated at the commencement of the Suspension of the Rules or Public Comment and applies to all speakers.

- g. No speaker shall be allowed to yield their time to another speaker.
- h. At work sessions, residents shall ordinarily be afforded an opportunity to speak only with the permission of the Mayor or Presiding Officer. Non-residents may be allowed to speak on any issue, but only under conditions specified by the Mayor or Presiding Officer.
- i. Except in instances when the Mayor and Council expressly invites public testimony, questions, comments, or other forms of public participation, or when public participation is otherwise authorized by law, no member of the public attending an open session may participate in the session.

SECTION TWO: Disruptive Conduct.

- a. A person attending an open session of the Town of Brentwood may not engage in any conduct, including visual demonstrations such as the waving of placards, signs, or banners, that disrupt the session or that interferes with the right of members of the public to attend and observe the session.
- b. The Mayor or Presiding Officer shall call to order any person who disrupts the orderly conduct of business or imminently threatens the orderly conduct of any meeting.
- c. Disruptive Conduct includes, but is not limited to:
 - 1. speaking without being recognized;
 - 2. speaking out of turn or while others are speaking;
 - 3. refusing to obey time limits set by the Mayor and Council;
 - 4. failure to be germane to the issue being presented;
 - 5. use of vulgarities or inflammatory language; or;
 - 6. Impeding others from hearing or seeing any part of the meeting.
- d. The Mayor or Presiding Officer may order any person who has persisted in conduct prohibited by this section or who violates any other regulation concerning the conduct of the open session to be removed from the session and may request police assistance to restore order.
- e. The Mayor or Presiding Officer may recess the session while order is restored.

SECTION THREE: Recording, Photographing, and Broadcasting of Open Session.

- a. A member of the public, including any representative of the news media, may record discussions of the Town of Brentwood at an open session by means of a tape recorder or any other recording device if the device does not create an excessive noise that disturbs the Mayor and Council or other persons attending the session.



b. A member of the public, including any representative of the news media, may photograph, videotape, broadcast or televise the proceedings of the Town of Brentwood at an open session by means of any type of camera or equipment used if the camera or equipment:

1. Is operated without excessively bright artificial light that disturbs the Mayor and Council or other persons attending the session; and
2. Does not create an excessive noise that disturbs the Mayor and Council or other persons attending the session.

c. The Mayor or Presiding Officer may restrict the movement of a person who is using a recording device, camera, or broadcasting or television equipment if such restriction is necessary to maintain the orderly conduct of the session.

SECTION FOUR: Recording Not Part of Record.

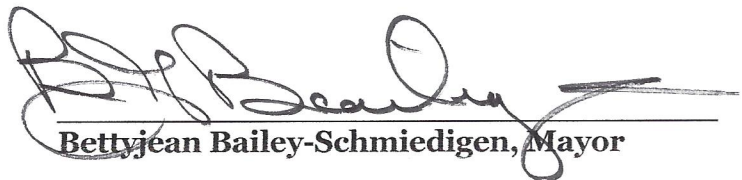
A recording of an open session made by a member of the public, or any transcript derived from such a recording, may not be deemed a part of the record of any proceeding of the Town of Brentwood.

SECTION FIVE: CONFLICTS: All Resolutions or parts of Resolutions in conflict with any other Resolution and any of the provisions of this Resolution are hereby repealed.

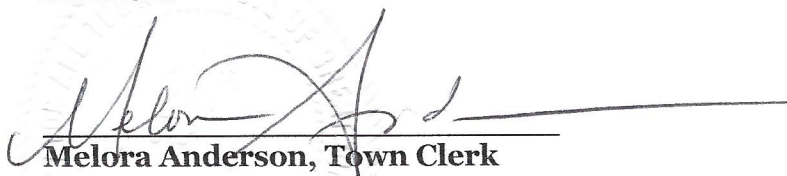
SECTION SIX: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall not be held to invalidate force or effect of any other section or part of this Resolution.

SECTION SEVEN: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 13th **day of May, 2013.**


Bettyjean Bailey-Schmiedigen, Mayor

ATTEST:


Melora Anderson, Town Clerk